

Division of Workforce Development

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Subject: DWD Participant Activity Code Definitions

1. Purpose: To transmit DWD Participant Activity code Definitions for use in Missouri's Workforce Investment Act (WIA) Programs.
2. Substance: Attached herein is the Division of Workforce Development's list of activity codes and definitions that should be used by local personnel when enrolling individuals into Title I-B WIA funded activities. This list is modified slightly from our earlier list based upon final federal reporting requirements which were recently issued. The revision is in the definitions for Supportive Services and Needs Related Payments.
3. Contact: If you have any questions regarding this policy, please contact Tom Reed (573) 526-8240 or Lindell Thurman, Manager, Field Services (573) 751-7895.
4. Cross/
Historical: Workforce Investment Act and associated federal regulations registers.

Tom Jones, Director

TJ/LT/bba

cc: John Cope
Assistant Directors
DWD Managers

Activity Code Definitions

Staff Assisted Core Services

Code	Activity	Definition
100	Initial Assessment	A preliminary evaluation of the applicants' skill levels, aptitudes, abilities and supportive service needs.
101	Job Search and Placement Assistance	Services to the customer that lead to the identification of job openings, completion of job applications, scheduling of job interviews and hiring into the identified jobs.
102	Job Referrals	The act of arranging interviews with employers, for customers, that might lead to employment.
103	Job Development	The location and recruitment of job openings, either for specific customers or to be added to a list of available job openings.
104	Workshops and Job Clubs	Training customers in job seeking and job holding techniques through interactive presentations, which may be combined with support group (job club) interaction and activities designed to reinforce the customers' resolve in their job search efforts.
105	Core Follow-up Services	Regularly scheduled informational and workplace counseling contact with customers and/or their employer for customers who are placed into unsubsidized employment through staff supported core services. Follow-up should be for not less than 12 months after the first day of employment.

Intensive Services

Code	Activity	Definition
201	Comprehensive Assessment	Specialized evaluation of the skill levels and service needs of customers, which may include diagnostic testing and use of other assessment

tools, and in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals.

202	Full Development of an Individual Employment Plan	Creation of a documented strategy, which uses information gathered through self-assessment, initial assessment and comprehensive assessment, to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the customer to achieve the employment goals.
203	Group Counseling	To advise several customers at one time. Such counseling may be financial or vocational or personal.
204	Individual Counseling	To advise a single customer at a time. Such counseling may be financial or vocational or personal.
205	Case Management	A customer centered approach to the delivery of services designed to prepare and coordinate comprehensive employment plans, such as service strategies, for participants to ensure access to necessary workforce investment activities and supportive services, using, where feasible, computer-based technologies; and to provide job and career counseling during program participation and after job placement.

Code	Activity	Definition
206	Short Term Pre-Vocational Services	Short term workshops and in-house training activities and such employer based activities as short term work experience and internships designed to develop learning skills, communications skills, interviewing skills, punctuality, personal maintenance skills and professional conduct, to prepare individuals for unsubsidized employment or training.
207	Intensive Follow-up Services	Regularly scheduled informational and workplace counseling contact with customers and/or their employer for customers who are placed into unsubsidized employment through intensive services. Follow-up should be for not less than 12 months after the first day of employment. (As the Workforce Investment Act lists Follow-up as a core service, when intensive services are provided by a one-stop partner that is different than the partner delivering core services, care should be taken to avoid duplication of follow-up contacts.
208	Out-of-Area Job Search Expenses	Reimbursement for expenses incurred by a customer seeking suitable employment or reemployment. Customers must be seeking employment within the United States and cannot be reasonably expected to find satisfactory employment within the commuting area. Reimbursements are for 90% of the customer's reasonable and necessary job search expenses, not to exceed \$800 in any one pre-approved travel period.
209	Relocation Expenses	Reimbursement of 90% (or \$800 whichever is greater) of customers' reasonable and necessary expenses incurred in moving to another locality to accept employment. It must be certified that the customer was unable to find satisfactory employment within the commuting area.
210	Internships	Work Experience in the private sector. A short-term pre-vocational service designed to instill work habits and work ethics or to allow the sampling of jobs to determine if an individual has the aptitude and interests necessary for training and/or placement in a specific job or occupation.

Internships are fully subsidized short-term placements with private for-profit employers.

Code	Activity	Definition
211	Work Experience	A short- term pre-vocational service designed to instill work habits and work ethics. Work Experience positions are fully subsidized short-term placements with public or private not-for-profit employers or, in the form of limited internships, with private for- profit employers.
Training Services		
301	Occupational Skills Training	Occupation specific training provided by a public or private vendor with demonstrated training capability and paid for through individual training accounts.
302	On-the-Job Training	Training by an employer that is provided to a paid participant while engaged in productive work in a job that provides knowledge or skills essential to the full and adequate performance of the job; provides reimbursement to the employer of up to 50 % of the wage rate of the participant, for the extraordinary costs of providing the training and additional supervision related to the training; and is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate.
303	Workplace Training and Cooperative Education	A combination of training and education which may include both employer-based and classroom based training elements operated either concurrently or sequentially or an employer based program combining vocational and educational elements for which academic credit is received.
304	Skills upgrading and retraining	Training designed to enhance the skills of currently employed customers but who are working at less than their skill potential and have minimal or no advancement opportunities and who require upgrade training to increase earnings potential and move then to self sufficiency.

Code	Activity	Definition
305	Entrepreneurial Training	Training designed to provide customers with the skills to start businesses of their own.
306	Job Readiness Training	A formal classroom activity providing instruction in job seeking and job holding skills that can be augmented with such curriculum as business math and business communications. Local employers may also suggest additional curriculum based on identified shortcomings of job applicants.
307	Adult Education and Literacy	Instruction normally conducted in an institutional setting designed to upgrade basic educational skills in preparation for future training, future employment or retention in present employment. It may include such curriculum as remedial reading, writing, mathematics, literacy training, study skills, English for non-English speakers, bilingual training, GED preparation.
308	Private Sector Training Programs	Formal training programs conducted or sponsored by private business or organized labor. It may include apprenticeship training programs and specialized programs on specific machines or in the application of specific computer programs presented by the manufacturers of such machines or programs.
309	Customized Training	Training conducted with a commitment by an employer or group of employers to employ and individual upon successful completion of training.

Permissible Activities

401	Customized Screening and Referral	Referral of customers who have successfully completed training activities to employers who are known to have job openings related to the activities in which the customers were trained.
402	Customized Employer Related Services	Services customized to meet the needs of employers and for which a fee-for-service is charged.

Code	Activity	Definition
403	Supportive Services	Services such as transportation, childcare, dependent care, and housing, that are necessary to enable an individual to participant in activities authorized under and consistent with Title I of WIA.
404	Needs-Related Payments	Payments to adult and dislocated workers who are unemployed and do not qualify for (or have ceased to qualify for) unemployment compensation for the purpose of enabling such individuals to participate in programs of training services.
405	Planned Gap in Services	A gap in services that is planned for to allow a participant in WIA activities to recuperate from illness or pregnancy, complete a non-WIA preliminary activity (ie: State sponsored ABE classes), obtain release from incarceration, await the beginning or scheduled training or other planned or unforeseen disruption in services.

Youth Activities

Code	Activity	Definition
501	Tutoring, Study Skills Training and Instruction	Activities and instruction, one-on-one or in a group setting, designed to assist youth in completion of secondary education. These activities include dropout prevention programs.
502	Alternative Secondary School Services	Educational opportunities in institutions or settings that differ from traditional secondary school education but that still provide a secondary school diploma or its' equivalent. These may include, but are not limited to, private schools, Adult Basic Education, institutional education programs, and basic skills training.
503	Summer Employment Opportunities	Subsidized or unsubsidized employment for youth during the months of May through September. Such employment may be either full time or part time, in the public or private sector and may last for all or a part of the Summer months.
504	Work Experience	A short- term pre-vocational service designed to instill work habits and work ethics. Work Experience positions are fully subsidized short-term placements with public or private not-for-profit employers or, in the form of limited internships, with private for- profit employers.
505	Occupational Skills Training (Youth)	Occupation specific training provided by a public or private vendor with demonstrated training capability.
506	Leadership Development	Services intended to develop the potential of youth as citizens and leaders. Programs will be structured to provide youth with leadership experiences at the workplace and in other program activities. Leadership activities may include, but are not limited to: community and service learning projects; peer mentoring and tutoring; organizational and team leadership training; citizenship training; and, training in decision making.

Code	Activity	Definition
508	Adult Mentoring	The teaming of youth with responsible adults that will serve as role models and teach the youth skills, work habits, and/or responsible behavior.
509	Follow-up Services	Regularly scheduled informational and workplace counseling contact with customers and/or their employer for youth customers who are placed into unsubsidized employment. Follow-up should be for not less than 12 months after the first day of employment. Follow-up services for youth may include supportive services, employer services, further career and/or educational development, peer support, mentoring, tutoring and progress tracking.
510	Comprehensive Guidance and Counseling	<p>Services designed to benefit youth by addressing career, personal and educational needs. The developmental and sequential counseling activities will be designed to assist students in acquiring knowledge and skills in career planning, knowledge of self and others, and educational and vocational development.</p> <p>Local, state and national career and labor market information will be used to facilitate the youths' career planning process. Networking among youth programs, business, labor and post-secondary institutions will also assist youth with career planning.</p>
511	Objective Assessment	An examination of the capabilities, needs, and vocational potential of a participant. Objective Assessment is used to develop a service strategy and education and employment goals. Such assessment is to be client centered and diagnostic evaluation of a participant's educational and employment barriers taking into account the participants' family situation, work history, education, occupational skills, interests, aptitudes, attitudes toward work, motivation, behavior patterns affecting employment potential, financial resources and needs, supportive service needs, and personal employment information as it relates to the local labor market.

Code	Activity	Definition
512	Individual Service Strategies	Procedures that document assessed conditions, plan needed activities, and document the achievement of customers so that they might progress toward achieving their educational and employment goals.
513	Prepare for Post Secondary Educational Opportunities	Activities and services designed to prepare youth for training and educational opportunities beyond high school. Such activities and services may be classroom or one-on-one and may include tutorial and counseling components. They may also be structured to prepare the youth for the cultural changes in moving from a high school environment to that of a college or vocational school.

Post Exit Follow-up

Code	Activity	Definition
801	30 Day Follow-up	Regularly scheduled informational and workplace counseling contact with customers and/or their employer 30 days after exit from all WIA activities for customers who are placed into unsubsidized employment or, at the option of the local area, have exited for other reasons. Follow-up should be for not less than 12 months after the date of exit. (As the Workforce Investment Act lists Follow-up as a core service, when services are provided by a one-stop partner that is different than the partner delivering core services, care should be taken to avoid duplication of follow-up contacts.)
802	60 Day Follow-up	Regularly scheduled informational and workplace counseling contact with customers and/or their employer 60 days after exit from all WIA activities for customers who are placed into unsubsidized employment or, at the option of the local area, have exited for other reasons. Follow-up should be for not less than 12 months after the date of exit. (As the Workforce Investment Act lists Follow-up as a core service, when services are provided by a one-stop partner that is different

than the partner delivering core services, care should be taken to avoid duplication of follow-up contacts.)

Code	Activity	Definition
803	90 Day Follow-up	Regularly scheduled informational and workplace counseling contact with customers and/or their employer 90 days after exit from all WIA activities for customers who are placed into unsubsidized employment or, at the option of the local area, have exited for other reasons. Follow-up should be for not less than 12 months after the date of exit. (As the Workforce Investment Act lists Follow-up as a core service, when services are provided by a one-stop partner that is different than the partner delivering core services, care should be taken to avoid duplication of follow-up contacts.)
804	6 Month Follow-up	Regularly scheduled informational and workplace counseling contact with customers and/or their employer 6 months after exit from all WIA activities for customers who are placed into unsubsidized employment or, at the option of the local area, have exited for other reasons. Follow-up should be for not less than 12 months after the date of exit. (As the Workforce Investment Act lists Follow-up as a core service, when services are provided by a one-stop partner that is different than the partner delivering core services, care should be taken to avoid duplication of follow-up contacts.)
805	12 Month Follow-up	Regularly scheduled informational and workplace counseling contact with customers and/or their employer 12 months after exit from all WIA activities for customers who are placed into unsubsidized employment or, at the option of the local area, have exited for other reasons. Follow-up should be for not less than 12 months after the date of exit. (As the Workforce Investment Act lists Follow-up as a core service, when services are provided by a one-stop partner that is different than the partner delivering core services, care should be taken to avoid duplication of follow-up contacts.)

Informational and Self Service Core Services

Code	Activity	Definition
901	Resource Room Usage	Participants using the computers and materials in the Resource Room with little or no assistance of staff.
902	Internet Browsing	Utilization of Resource Room computers to seek information on jobs and training opportunities.
903	Internet Accounts	Utilization of Resource Room computers to access a Career Kit or a Personnel Kit.
904	Title I B Eligibility	Determining a customer's eligibility for services under Title I, Subtitle B of the Workforce Investment Act.
905	Outreach, Intake, One-Stop Orientation	Outreach is the action of recruitment of customers through advertising, information dissemination, personal contact or other methods. Intake is the action of enrollment in activities and services, and One-Stop Orientation is the action of informing customers of the activities and services available through the one-stop service delivery system.
906	Self Assessment	A customers unassisted listing and review of their own interests, skills and aptitudes.
907	Employment Statistics	Providing labor market information relating to employment opportunities within a local area, regionally or nationally. This may include job vacancy listings, information on job skills necessary to obtain specific jobs and information relating to local occupations in demand and the earnings and skill requirements for such occupations.
908	Training Provider Information	Provision of performance information and program cost information on eligible providers of training services, eligible providers of youth activities, providers of adult education, postsecondary vocational education activities, and Vocational Rehabilitation programs.

Code	Activity	Definition
909	Local Area Performance Information	Provide information regarding how the local area is performing on the local performance measures and any additional performance information with respect to the one-stop delivery system in the local area.
910	Supportive Service Information	Provision of accurate information relating to the availability of supportive services, including child care and transportation, available in the local area, and referral to such services.
911	Unemployment Compensation Information	Provision of information regarding the filing of claims for unemployment compensation.
912	WtW/Non-WIA Eligibility Assistance	Provision of assistance in establishing eligibility for Welfare-to-Work activities and programs of financial aid assistance for training and education programs that are not funded under WIA and are available in the local area.
913	Initial Development of Employment Plan	Introduction to and the gathering of basic information needed for the development of an individual employment plan and to determine the need for staff assisted core or intensive services.
914	Talent Referrals	The referral of a customer with the skills necessary to perform a specific job to a job opening that requires those skills.
915	Workshops and Job Clubs	Workshops and job clubs provided as a public service on an ongoing or regularly scheduled basis and open to the general public.
916	Rapid Response	Early intervention providing orientation, basic information and pre-layoff services to customers affected by mass lay-off or closure.
917	Obtained Employment	Begun to work in an unsubsidized job and will be receiving follow-up services for a minimum of the next 12 months.

